

## **SECRETARY TO FIRE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Performance of highly responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned; and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class involves important and varied detail and clerical work arising out of the fire chief's office. Primary responsibility is for relieving the chief of many minor administrative details, including correspondence and the work may require the taking of dictation only at occasional intervals. The incumbent may advise with other employees on matters relating to their work, but supervision is limited to the transmittal of instructions from the chief.

### **EXAMPLES OF WORK**

(Illustrative only.)

Take and transcribe dictation and type from rough draft and other sources, letters, memoranda, forms, and other material;

Act as clerical assistant to the chief, compose important correspondence, relieve the chief of clerical detail and minor administrative matters, and relay orders and instructions with the authority of the chief;

Read reports and summarize information to facilitate review by, and to conserve the time of the chief; prepare comprehensive reports and make special breakdown of information for the chief;

Keep records, make reports, and prepare other written documents, as required.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of modern office practices, procedures, and appliances, and of business English, spelling, and arithmetic;

Good judgment in making decisions in the light of established precedents, and resourcefulness in meeting new problems;

Ability to handle routine administrative details independently;



Ability to accurately and effectively take and transcribe dictation;

Ability and willingness to follow written and oral instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

**SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) years of age;

Must possess a combination of experience and training which indicates sufficient possession of the knowledges, skills, and abilities listed above to satisfactorily perform the required work;

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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